[School Letterhead]

[School Name]

[Address]

[Date]

[Student's Name]

[Year Level]

[School Name]

[Student ID Number]

Dear [Student's Name],

Subject: **Reprimand for Violation of School Policies**

I hope this letter finds you well. This communication serves as a reprimand regarding a recent violation of the school's established policies and guidelines. Specifically, it has come to the attention of the administration that on [date of incident], you were involved in [briefly describe the violation or misconduct, e.g., "engaging in disruptive behavior in class," "violating the dress code," "using inappropriate language," etc.].

At [School Name], we uphold the values of discipline, respect, and responsibility. As a student of this institution, it is expected that you adhere to these standards in both your academic and personal conduct. Your actions on the mentioned date not only disrupt the learning environment but also fail to reflect the principles of good citizenship that we encourage all our students to embody.

Please be reminded that future occurrences of such behavior may result in more severe disciplinary actions, including suspension or other appropriate measures as outlined in the Student Handbook. We trust that you will take this reprimand seriously and make the necessary efforts to correct your actions moving forward.

We encourage you to reflect on this incident and work towards positively contributing to the Lyceum community. If you have any questions or wish to discuss this matter further, you are welcome to approach the Student Affairs Office for clarification or guidance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]